

**From:** Hale, Lynn  
**To:** Bell, Stephen; Miller, Connie; Daughtry, Lisa; Spinks, Margaret; Heselmeyer, Diane; Sandeen, Sara; Fowler, Cynthia (LRS); Vasquez, Esther; Hodges, Cari; Arldt, Julie  
**CC:** Rodriguez, Tony; Mastracchio, JoeAnna; Gipson, Sheri; Buster, Marguerite; Stempelmann, Susan; Hale, Lynn  
**Sent:** 6/21/2013 3:16:49 PM  
**Subject:**  
**Attachments:** 32 Job Aid Election Certificate.docx; 32 Texas Election Certificate.docx

Greetings Driver License Staff!

Circumstances have come up whereby we may need to begin issuing the Election certificates as early as Monday. Because of this possibility, we are holding a WebEx refresher training at **4PM today**. This will be a review of the training that was initially given last year and in 2011. The training document is attached to this email. Please only print enough for those attending the WebEx. Further copies can be printed if the decision comes down to actually issue the Election Certificates.

**Access information follows below:**

Topic: ELECTION CERTIFICATE  
Date: **Friday, June 21, 2013**  
Time: **4:00 pm**, Central Daylight Time (Chicago, GMT-05:00)  
Meeting Number: **498 516 135**  
Meeting Password: (This meeting does not require a password.)  
Host number: not displayed

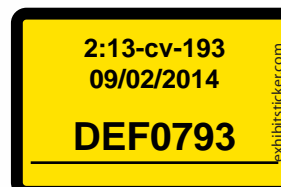
-----  
To join the online meeting (Now from mobile devices!)  
-----

1. Go to <https://txdps.webex.com/txdps/j.php?ED=20940523&UID=60702583&RT=MiM3>
2. If requested, enter your name and email address.
3. If a password is required, enter the meeting password: (This meeting does not require a password.)
4. Click "Join".
5. Follow the instructions that appear on your screen.

To view in other time zones or languages, please click the link:  
<https://txdps.webex.com/txdps/j.php?ED=20940523&UID=60702583&ORT=MiM3>

-----  
To join the teleconference only  
-----

Call-in toll-free number: 1-866-5689431 (US)  
Call-in number: 1-224-4446694 (US)  
Leader PIN: 9151  
Conference Code: 610 339 56



*Lynn M. Hale*

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## Election Certificate Issuance Procedures

### Steps for Issuing an Original Election Certificate

1. Search for applicant on DLS **Search Applicant** screen. Search the records by entering the name and date of birth of the applicant. (Figure 1)
  - a. If record is found determine if applicant has a driver license or identification card which may be used as a photo identification for election purposes.
  - b. If no record is found, select the Election Certificate tab located in the blue bar in DLS.

2. Search for the on the **Search Election Certificate** screen. Search the record again by entering the name and date of birth of the applicant and select the *Search Election Certificate* button located at the bottom of the screen. (Figure 2)

- a. If a record is found it will appear on the **Election Certificate Search Results** page and indicates the person has previously been issued an election certificate. Ask for proper identification and select the *GO* button to view the record and reissue the election certificate. (Fig. 2A) (A demo on reissuance procedures is later in this document.)



## Election Certificate Issuance Procedures

**DLS** TASKS SEARCH POPS CDUS MISC ELECTION CERTIFICATE

### Election Certificate Search Results

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
TWO, VOTER	05/25/1968	555-44-3322	OTHER	M	6' 01"	AUSTIN	TRAVIS	34295548

New Election Certificate Record

**New Election Certificate**  
[Issue Election Certificate](#)

Fig. 2a

- b. If the **Election Certificate Search Results** shows no record is found proceed to the next screen by selecting the *Search Election Certificate* button located at the bottom of the screen to initiate the process of issuing an original election certificate. (Figure. 2b)

**DLS** TASKS SEARCH POPS CDUS MISC ELECTION CERTIFICATE

### Election Certificate Search Results

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
No record found for the criteria provided								

**New Election Certificate**  
[Issue Election Certificate](#)

Fig. 2b

3. Type in the required information on the **Applicant Information** screen.
- a. The fields which include a red asterisk (\*) must be filled, i.e. name, dob, physical address. (Figure 3a)

**DLS** TASKS SEARCH POPS CDUS MISC ELECTION CERTIFICATE

### Applicant Information

**Name**

Last Name: TWENTY

First Name: VOTER

Middle Name:

Suffix:

No First Name:

**Personal Info**

DOB: 05/10/1948

SSN:

**Physical Address**

Address 1:

Address 2:

City:

County: TEXAS

State: TEXAS

Zip:

Country: UNITED STATES

Fig. 3a

- b. Mailing address, physical description, and other information. U.S. citizen must be "YES" to be eligible for an election certificate. (Figure 3b)



## Election Certificate Issuance Procedures

Mailing Address: ☐ (Same as physical)

Address 1 : \_\_\_\_\_

Address 2 : \_\_\_\_\_

City : \_\_\_\_\_

State : TEXAS

Zip : \_\_\_\_\_

COUNTRY : UNITED STATES

**Physical Description Information**

Sex : \_\_\_\_\_

Eye Color : \_\_\_\_\_

Hair Color : \_\_\_\_\_

Race : \_\_\_\_\_

Height : \_\_\_\_\_

Weight : \_\_\_\_\_

**Other Information**

US Citizen : NO

Voter Registration: YES

NO

**Next**

Fig. 3b

- c. If applicant is registering to vote, select the *Voter Registration* box and select the *Voter Status* from the drop-down menu that applies to the applicant. Select the *Next* button to proceed to the image capture screen. (Figure 3c)

Voter Registration: ☒

Voter Status : \_\_\_\_\_

Election Judge: \_\_\_\_\_

CHANGE

NEW

REPLACEMENT

**Next**

Fig. 3c

4. In the Digimarc program capture the applicant's signature, thumbprints and portrait. (Not shown) Complete the image capture and proceed to the next page; **Signature, Thumbprints, Photograph** refresh. Select the *Refresh* button to proceed to the **Scan Documents** screen. (Figure 4)

**DLS** TASKS SEARCH PDPS CDLIS MISC ELECTION CERTIFICATE

**Photo, Fingerprints, and Signature**

Please click 'Refresh' after completing Image Capture Process

**Refresh**

Fig. 4

## Election Certificate Issuance Procedures

5. The **Scan Documents** screen is the only location during the process where the documents presented, i.e. election certificate application, proof of identity and U.S. citizenship documents can be scanned into the system. However, all documents must be scanned at this point. (Figure 5)
  - a. If the transaction needs to be cancelled, select the *Cancel Transaction* button.
  - b. Select the *Continue* button to proceed with the transaction.

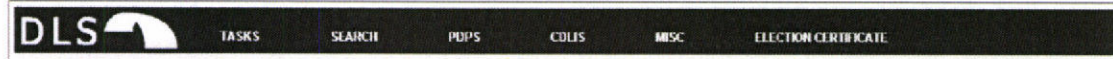


Fig. 5

REMEMBER: All Identification documents must be scanned at this point.

- b. → **Continue**   **Cancel Transaction** ← a.

6. On the **Transaction Completed Successfully**
  - a. Select the *Print Temporary EC Card* to cue the printer to print a temporary election certificate card.
  - b. Select the *Continue* button after the temporary election certificate has been successfully printed.

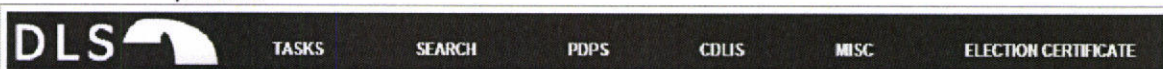


Fig. 6

- b. → **Continue**   **Print Temporary EC Card** ← a.

## Election Certificate Issuance Procedures

TEXAS DEPARTMENT OF PUBLIC SAFETY  
TEMPORARY ELECTION CERTIFICATE CARD (VALID UNTIL 02-04-2018)

FOR ELECTION PURPOSES ONLY  
(CANNOT BE USED AS IDENTIFICATION)

NAME: [REDACTED]  
DATE OF BIRTH: [REDACTED]  
SEX: [REDACTED]  
EYE COLOR: [REDACTED]  
HAIR COLOR: [REDACTED]  
RACE: [REDACTED]  
HEIGHT: [REDACTED]  
WEIGHT: [REDACTED]

Signature: [REDACTED]

Instructions:

- Contact your local driver license office if assistance is needed.
- Your Election Certificate will be processed and mailed within 30-40 days.
- You must keep the Temporary Election Certificate until your new card is received.
- This Election Certificate is for election purposes only.

Courtesy - Service - Protection

Page 1

7. Ask the applicant to review the information, i.e. name and mailing address and confirm the information is correct. Applicant and employee will sign the temporary election certificate. Inform the applicant the temporary election certificate can be used as photo identification for voting purposes until they receive the card in the mail.

**DLS** TASKS SEARCH PDPS CDLS MSC ELECTION CERTIFICATE

Selected Applicant: TWENTY, VOTER

**TWENTY, VOTER**

**top of screen**

Transaction Eligibility  
**Election Certificate**  
[Release Election Certificate](#)

**Basic Information**

First Name:	VOTER
Middle Name:	
Last Name:	TWENTY
Suffix:	
SSN:	
DOB:	06/10/1943
Age:	63

**Physical Description**

Sex:	FEMALE
Eye Color:	BLUE
Hair Color:	BLONDE
Race:	WHITE
Height:	5'02"
Weight:	110

**Election Certificate Card Information**

FC Actions:	<a href="#">Edit Election Certificate</a> <a href="#">Remove Election Certificate</a> <a href="#">View Transaction History</a>
FC Number:	34295931
Original Issue Date:	12/19/2011
Issue Date:	12/19/2011
Audit Number:	18519131120116128121
Expiration Date:	06/10/2018

**Physical Address**

Street 1:	5805 N LAMAR
Street 2:	
City:	AUSTIN
State:	TX
Zip Code:	76758

**Other Information**

Record Creation Date:	12/19/2011
US Citizen:	YES
Voter Registration:	YES

**Zip Code Extension:**

County:	TRAVIS
Country:	UNITED STATES

**Mailing Address**

Street 1:	5805 N LAMAR
Street 2:	
City:	AUSTIN
State:	TEXAS
Zip Code:	76758
Zip Code Extension:	
Country:	UNITED STATES

**bottom of screen**



## Election Certificate Issuance Procedures

### Steps to Re-Issue an Election Certificate


Follow the steps 1 and 2 listed above to search for the applicant. If the applicant has an election certificate on record and wants to replace a lost card select Go and proceed to the applicant's election certificate record screen

#### *To re-issue a lost election certificate*


1. In the *Transaction Eligibility* box select the Re-Issue Election Certificate and follow the steps outlined above to issue the election certificate.

#### *To remake a card*

1. Follow steps 1 and 2 to search for the applicant.
2. When the applicant's record is found on the Election Certificate select the link; View Transaction History.

DLS		TASKS	SEARCH	POP'S	COLLS	MISC	ELECTION CERTIFICATE
Selected Applicant: FOUR, VOTER							
 <div style="display: none;"> <b>FOUR, VOTER</b>            Election Certificate Number: 3425504            Date of Birth: 02-04-1978            Sex: MALE            Eye Color: BROWN         </div>		<b>Transaction Eligibility</b> <b>Election Certificate</b> <a href="#">Re-Issue Election Certificate</a>					
<b>Basic Information</b>				<b>Election Certificate Card Information</b>			
First Name:	VOTER	EC Number:	3425504	<a href="#">View Transaction History</a>			
Middle Name:		EC Number:	3425504				
Last Name:	FOUR	Expiration Date:	02-04-2018				
Suffix:		Issue Date:	12-07-2011				
DOB:	02-04-1978	Original Issue Date:	12-07-2011				
Age:	36	Appl Number:	0001818120007008420				
<b>Physical Description</b>				<b>Physical Address</b>			
Sex:	MALE	Street 1:	1800 N. LAMAR				
Eye Color:	BROWN	Street 2:					
Hair Color:	BROWN	City:	AUSTIN				
Race:	OT-ER	State:	TX				
Height:	5'10"	Zip Code:	78762				
Weight:	150	Zip Code Extension:					
<b>Other Information</b>				<b>Mailing Address</b>			
Record Creation Date:	12-07-2011	Street 1:	1800 N. LAMAR				
US Citizen:	YES	Street 2:					
Voter Registration:	YES	City:	AUSTIN				
				State:	TX		
				Zip Code:	78762		
				Zip Code Extension:			
				Country:	UNITED STATES		

## Election Certificate Issuance Procedures

DLS 		TASKS	SEARCH	POPS	CDLIS	MISC	ELECTION CERTIFICATE
Selected Applicant: FOUR, VOTER							
<b>Edit Applicant Information</b>							
<b>Card Information</b>							
Election Certificate Number:		34295604					
Election Certificate Expiration Date:		02/04/2018					
<b>Name</b>							
Last Name :		FOUR					
First Name:		VOTER					
Middle Name:							
Suffix:		<input type="text"/>					
No First Name:		<input type="checkbox"/>					
<b>Personal Info</b>							
DOB :		02/04/1958					
SSN:		<input type="text"/>					
<b>Physical Address</b>							
Address 1 :		5808 N LAMAR					
Address 2:		<input type="text"/>					
City :		AUSTIN					
County :		TRAVIS <input type="text"/>					
State:		TEXAS					
Zip :		78752 - <input type="text"/>					
Country:		UNITED STATES					

## Election Certificate Issuance Procedures

**Mailing Address:** ☐ (Same as physical)

**Address 1:**

**Address 2:**

**City:**

**State:**

**Zip:**  -

**COUNTRY:**

**Physical Description Information**

**Sex:**

**Eye Color:**

**Hair Color:**

**Race:**

**Height:**

**Weight:**

**Other Information**


**US Citizen:**

**Voter Registration:** ☒

**Voter Status:**

**Election Judge:** ☐

**Continue**

**DLS**  **TASKS** **SEARCH** **PDPS** **CDLIS** **MISC** **ELECTION CERTIFICATE**

Selected Applicant: FOUR, VOTER

## Edit Card Request Confirmation

Please click the Confirm button to process the Edit

**Confirm** **Back**



## Election Certificate Issuance Procedures

<b>DLS</b>	TASKS	SEARCH	PDPs	CDLIS	MISC	ELECTION CERTIFICATE
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Selected Applicant: FOUR, VOTER

## Remake Card

Reasons\*

CARD QA FAILED - VENDOR CREDIT  
CLERICAL ERROR  
CUSTOMER NEVER RECEIVED CARD  
SUPERVISOR APPROVAL  
SYSTEM PROCESSING ERROR

ice. Protection.

280450

<b>DLS</b>	TASKS	SEARCH	PDPs	CDLIS	MISC	ELECTION CERTIFICATE
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Selected Applicant: FOUR, VOTER

## Remake Card

Reasons\*

CUSTOMER NEVER RECEIVED CARD

**Continue**

<b>DLS</b>	TASKS	SEARCH	PDPs	CDLIS	MISC	ELECTION CERTIFICATE
------------	-------	--------	------	-------	------	----------------------

Selected Applicant: FOUR, VOTER

## Remake Card Request Confirmation

Remake EC information has been submitted successfully

**Continue**

## Election Certificate Issuance Procedures

[TASKS](#)
[SEARCH](#)
[PDPS](#)
[CDIS](#)
[MISC](#)
[ELECTION CERTIFICATE](#)

Selected Applicant: FOUR, VOTER

### Transaction History

Transaction Type	Transaction Status	E.C. Number	Application Date	Issue Date	Expiration Date	Location	User ID	Details
Remove Election Certificate	License Production Pending	34295634	12/07/2011 15:26:26	12/07/2011	02/04/2013	HEADQUARTERS	TRJ0001	<a href="#">Production Details</a> <a href="#">Transaction Receipt</a>
Issue Election Certificate	License Production Pending	34295634	12/07/2011 15:06:29	12/07/2011	02/04/2013	HEADQUARTERS	TRJ0001	<a href="#">Production Details</a> <a href="#">Transaction Receipt</a>

TEXAS DEPARTMENT OF PUBLIC SAFETY/DRIVER LICENSE DIVISION

# #32 Texas Election Certificate

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Pending Judicial Review

DPS/DLD/PBI


7/12/2012

***Disclaimer: This training material was developed by Policy and Business Improvement (PBI). The laws, rules, and policies referenced in this material are current as of the date of this publication; however, recent changes in State law and internal DPS policies may not be accurately reflected as that information was not available at the time of printing. As a result of these unforeseen changes, always refer to the "Driver License Manual" posted on the intranet under the Driver License section for the most current information. This policy is pending judicial review.***





Slide 1



**Course # 32**  
TEXAS ELECTION CERTIFICATES

Course #32 Texas Election Certificate

Slide 2

Abstract

2

This course details the requirements needed for an applicant to be eligible for an Election Certificate. It will outline the steps necessary to apply for and receive the Election Certificate.

Driver License Division 7/13/2012

**Abstract**


This course details the requirements needed for an applicant to be eligible for an Election Certificate. It will outline the steps necessary to apply for and receive the Election Certificate.

Slide 3

\*\*\*PENDING LEGISLATION\*\*\*

3

The module is for training purposes only at this time pending the outcome of the court!!



Driver License Division 7/13/2012

The Texas Voter ID law is currently under judicial review and we cannot issue Election Certificates until the court decision is rendered. No Election Certificates shall be issued until you receive official notification.

Slide 4

Course Objectives

4

- ☐ Introduce the requirements for the Texas Election Certificate.
- ☐ List the steps to apply for the Election Certificate.

Driver License Division 7/13/2012

**Course Objectives**


- Introduce the requirements for the Texas Election Certificate.
- List the steps to apply for the Election Certificate.

Slide 5

### Texas Election Certificate (EC)

3

- The Department of Public Safety is prepared to issue Texas Election Certificates to persons who are obtaining one for the purpose of voting and **do not** have another form of photo identification acceptable for election purposes.



Driver License Division 7/13/2012

#### Texas Election Certificate Overview

- The Department of Public Safety is prepared to issue Texas Election Certificates to persons who are obtaining one for the purpose of voting and do not have another form of photo identification acceptable for election purposes.

Slide 6

### Texas Election Certificate (EC)

6

- The Texas Election Certificate is to be used for election purposes only and cannot be used as an identification card.
- The Texas Election Certificate will be issued at no charge to applicants who meet the eligibility requirements.

Driver License Division 7/13/2012

- The Texas Election Certificate is to be used for election purposes only and **cannot be used as an identification card.**
- The Texas Election Certificate will be issued at no charge to applicants who meet the eligibility requirements.





Slide 7

## Persons Not Eligible

- Persons who have been issued any of the following documents which may be used for election purposes:
  - Texas driver license (includes occupational license with photograph) – unexpired or expired less than 60 days;
  - Texas identification card – unexpired or expired less than 60 days;

Driver License Division 7/13/2012

### Persons Not Eligible

- Persons who have been issued any of the following documents which may be used for election purposes:
  - Texas driver license (includes occupational license with photograph) – unexpired or expired less than 60 days;
  - Texas identification card – unexpired or expired less than 60 days;

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## Persons Not Eligible

- Texas concealed handgun license – unexpired or expired less than 60 days;
- United States military identification card containing the person's photograph;
- United States passport – unexpired or expired less than 60 days;

Driver License Division 7/13/2012

- Texas concealed handgun license – unexpired or expired less than 60 days;
- United States military identification card containing the person's photograph;
- United States passport – unexpired or expired less than 60 days;

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## Persons Not Eligible

- ❑ United States citizenship certificate containing the person's photograph; or
- ❑ Persons who are **not** United States citizens (i.e. permanent residents, asylees, refugees or temporary visitors).



Driver License Division 7/13/2012

- United States citizenship certificate containing the person's photograph; or
- Persons who are **not** United States citizens (i.e. permanent residents, asylees, refugees or temporary visitors).

Slide 10

## Persons Who Are Eligible

- ❑ The department shall issue an election certificate upon request to persons who **do not** have one of the forms of acceptable photo identification listed above, and are:
  - ❑ a registered voter in Texas and present a valid voter registration card, or are eligible to vote and submit a voter registration application to the department

Driver License Division 7/13/2012


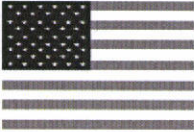
### Persons Who Are Eligible

- The department shall issue an election certificate upon request to persons who **do not** have one of the forms of acceptable photo identification listed above, and are:
  - A registered voter in Texas and present a valid voter registration card, or are eligible to vote and submit a voter registration application to the department

Slide 11

### Persons Who Are Eligible

- ❑ a United States citizen;
- ❑ a resident of Texas;
- ❑ age 18 or above. (To be eligible to apply for voter registration, a person must, on the date the application is submitted to the registrar, be at least 17 years and 10 months of age.)



Driver License Division 7/13/2012

- A United States citizen;
- A resident of Texas; who is age 18 or above. (To be eligible to apply for voter registration, a person must, on the date the application is submitted to the registrar, be at least 17 years and 10 months of age.)

Slide 12

### How to Apply for Election Certificate

- ❑ Visit a Texas driver license office;
- ❑ Bring documents to verify U.S. citizenship;
- ❑ Bring documents that meet the department's identification policy; and
- ❑ Request and complete an application for the election certificate.

Driver License Division 7/13/2012







Doc 442, Dec 2004

## APPLICATION FOR TEXAS ELECTION CERTIFICATE

FOR ELECTION PURPOSES ONLY; CANNOT BE USED AS AN IDENTIFICATION CARD

**FOR DEPARTMENT USE ONLY**  
 ASSIGNED # \_\_\_\_\_

NOTICE: All information on this application must be completed in INK.

APPLICANT INFORMATION		CONTACT INFORMATION	
LAST NAME: _____		HOME PHONE: _____	
FIRST NAME: _____		OTHER PHONE: _____	
MIDDLE NAME: _____		EMAIL: _____	
SUFFIX: _____			
MAIDEN NAME: _____		ADDRESS INFORMATION	
		RESIDENCE ADDRESS: _____	
DATE OF BIRTH (mm/dd/yyyy): ____-____-____		CITY: _____ STATE: _____	
SEX: (Circle One) Male Female		ZIP CODE: _____ COUNTY: _____	
EYE COLOR: _____ HAIR COLOR: _____		MAILING ADDRESS: _____	
RACE: _____		STATE: _____	
HEIGHT: ft. ____ in. ____		CITY: _____ STATE: _____	
WEIGHT: lbs. ____		CITY: _____ STATE: _____	
UNITED STATES CITIZEN: (yes no)		CITY: _____ STATE: _____	
If you are not a US citizen, you are not eligible for an Election Certificate.			
PLACE OF BIRTH: CITY: _____ COUNTY: _____ STATE: _____ COUNTRY: _____			
FATHER'S LAST NAME: _____		MOTHER'S MAIDEN NAME: _____	

**INFORMATION REQUIRED FROM ALL APPLICANTS:**

YES	NO	QUESTION
<input type="checkbox"/>	<input type="checkbox"/>	1. Do you present a valid Texas Election Certificate?
<input type="checkbox"/>	<input type="checkbox"/>	2. Do you have a valid Texas Driver License or Instruction Permit (unexpired, or expired for no more than 60 days)?
<input type="checkbox"/>	<input type="checkbox"/>	3. Do you have a valid Texas Identification Card (unexpired, or expired for no more than 60 days)?
<input type="checkbox"/>	<input type="checkbox"/>	4. Do you have a valid Texas Concealed Handgun License (unexpired, or expired for no more than 60 days)?
<input type="checkbox"/>	<input type="checkbox"/>	5. Do you have a US Passport (unexpired, or expired for no more than 60 days)?
<input type="checkbox"/>	<input type="checkbox"/>	6. Do you have a US Citizenship Certificate that contains your photograph?
<input type="checkbox"/>	<input type="checkbox"/>	7. Do you have a US Military Identification Card that contains your photograph (unexpired, or expired for no more than 60 days)?

If answering "yes" to questions 5 through 7, you are not eligible to receive a Texas Election Certificate.

**CERTIFICATION**

I do solemnly swear, affirm, or certify that I am the person named herein and that the statements on this application are true and correct.

X \_\_\_\_\_ Date: \_\_\_\_\_

**VERIFICATION**

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_.

Notary Public in and for the State of Texas or Authorized Officer

**FOR DEPARTMENT USE ONLY**

Document Presented: _____	Document Number: _____	Issuing Agency: _____
Document Presented: _____	Document Number: _____	Issuing Agency: _____
Document Presented: _____	Document Number: _____	Issuing Agency: _____



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## Steps for Issuing an Original Election Certificate

- Search for applicant on DLS **Search Applicant** screen. (Figure 1)

Search for applicant on DLS **Search Applicant** screen. Search the records by entering the name and date of birth of the applicant. (Figure 1) If record is found determine if applicant has a driver license or identification card which may be used as photo identification for election purposes. If no record is found, select the Election Certificate tab located in the blue bar in DLS.



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## Steps for Issuing an Original Election Certificate

- ☐ Search for the on the **Search Election Certificate** screen. Search the record again by entering the name and date of birth of the applicant. (Figure 2)

**DLS** TASKS SEARCH PDPS CDLS MISC ELECTION CERTIFICATE

### Search Election Certificate

Election Certificate Number: \_\_\_\_\_

**Name Search**

Last Name: FOUR

First Name: VOTER

Middle Name: \_\_\_\_\_

**DOB/SSN Search**

DOB: 02/04/1958

SSN: \_\_\_\_\_

**Search Election Certificate**

Driver License Division 7/13/2012

Search for the on the **Search Election Certificate** screen. Search the record again by entering the name and date of birth of the applicant and select the *Search Election Certificate* button located at the bottom of the screen. (Figure 2)

**DLS** TASKS SEARCH PDPS CDLS MISC ELECTION CERTIFICATE

### Search Election Certificate

Election Certificate Number: \_\_\_\_\_

**Name Search**

Last Name: FOUR

First Name: VOTER

Middle Name: \_\_\_\_\_

**DOB/SSN Search**

DOB: 02/04/1958

SSN: \_\_\_\_\_

**Search Election Certificate**

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## Steps for Issuing an Original Election Certificate

- If a record is found it will appear on the **Election Certificate Search Results** page and indicates the person has previously been issued an election certificate.



Fig. 2a

### Election Certificate Search Results

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
TWO, VOTER	05/25/1968	555-44-3322	OTHER	M	6' 01"	AUSTIN	TRAVIS	34295548

New Election Certificate  
[Issue Election Certificate](#)

Driver License Division 7/13/2012

If a record is found it will appear on the **Election Certificate Search Results** page and indicates the person has previously been issued an election certificate. Ask for proper identification and select the **GO** button to view the record and reissue the election certificate. (Fig. 2A) (A demo on reissuance procedures is later in this document.)



Fig. 2a

### Election Certificate Search Results

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
TWO, VOTER	05/25/1968	555-44-3322	OTHER	M	6' 01"	AUSTIN	TRAVIS	34295548

New Election Certificate  
[Issue Election Certificate](#)

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## Steps for Issuing an Original Election Certificate

- If the **Election Certificate Search Results** shows no record is found proceed to the next screen by selecting the *Search Election Certificate* button.

**DLS** TASKS SEARCH POPS COLIS MSC ELECTION CERTIFICATE

### Election Certificate Search Results

Fig. 2b

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
No record found for the criteria provided								

[New Election Certificate](#)  
[Issue Election Certificate](#)

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If the **Election Certificate Search Results** shows no record is found proceed to the next screen by selecting the *Search Election Certificate* button located at the bottom of the screen to initiate the process of issuing an original election certificate. (Figure. 2b)

**DLS** TASKS SEARCH POPS COLIS MSC ELECTION CERTIFICATE

### Election Certificate Search Results

Fig. 2b

Name	Date of Birth	SSN	Race	Sex	Height	City	County	EC Number
No record found for the criteria provided								

[New Election Certificate](#)  
[Issue Election Certificate](#)



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### Steps for Issuing an Original Election Certificate

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TASKS SEARCH POPS CDLS MISC ELECTION CERTIFICATE

☐ Type in the required information on the **Applicant Information** screen.

#### Applicant Information Fig. 3a

**Name**

Last Name :

First Name:

Middle Name:

Suffix:

No First Name: ☐

**Personal Info**

DOB :

SSN:

**Physical Address**

Address 1 :

Address 2:

City :

County :

State:

Zip :

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Type in the required information on the **Applicant Information** screen.

- The fields which include a red asterisk (\*) must be filled, i.e. name, DOB, physical address. (Figure 3a)

DLS
TASKS SEARCH POPS CDLS MISC ELECTION CERTIFICATE

### Applicant Information Fig. 3a

**Name**

Last Name :

First Name:

Middle Name:

Suffix:

No First Name: ☐

**Personal Info**

DOB :

SSN:

**Physical Address**

Address 1 :

Address 2:

City :

County :

State:

Zip :

UNITED STATES

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## Steps for Issuing an Original Election Certificate

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- Mailing address, physical description, and other information. U.S. citizen must be "YES" to be eligible for an election certificate. (Figure 3b)

Mailing Address: ☐ (same as physical) Fig. 3b

Address 1 : \_\_\_\_\_  
 Address 2 : \_\_\_\_\_  
 City : \_\_\_\_\_  
 State : TEXAS  
 Zip : \_\_\_\_\_  
 Country : UNITED STATES

Physical Description Information

Sex : \_\_\_\_\_  
 Eye Color : \_\_\_\_\_  
 Hair Color : \_\_\_\_\_  
 Race : \_\_\_\_\_  
 Height : \_\_\_\_\_  
 Weight : \_\_\_\_\_

Other Information

US Citizen : ☐ NO ☒ YES ←  
 Voter Registration: ☐ YES ☐ NO

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- Mailing address, physical description, and other information. U.S. citizen must be "YES" to be eligible for an election certificate. (Figure 3b)

Mailing Address: ☐ (Same as physical) Fig. 3b

Address 1 : \_\_\_\_\_  
 Address 2 : \_\_\_\_\_  
 City : \_\_\_\_\_  
 State : TEXAS  
 Zip : \_\_\_\_\_  
 Country : UNITED STATES

Physical Description Information

Sex : \_\_\_\_\_  
 Eye Color : \_\_\_\_\_  
 Hair Color : \_\_\_\_\_  
 Race : \_\_\_\_\_  
 Height : \_\_\_\_\_  
 Weight : \_\_\_\_\_

Other Information

US Citizen : ☐ NO ☒ YES ←  
 Voter Registration: ☐ YES ☐ NO

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### Steps for Issuing an Original Election Certificate

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- If applicant is registering to vote, select the *Voter Registration* box and select the *Voter Status* from the drop-down menu that applies to the applicant. Select the *Next* button to proceed to the image capture screen. (Figure 3c)

Fig. 3c

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•If applicant is registering to vote, select the *Voter Registration* box and select the *Voter Status* from the drop-down menu that applies to the applicant. Select the *Next* button to proceed to the image capture screen. (Figure 3c)

Fig. 3c

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### Steps for Issuing an Original Election Certificate

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- **Signature, Thumbprints, Photograph refresh.** Select the *Refresh* button to proceed to the **Scan Documents** screen. (Figure 4)

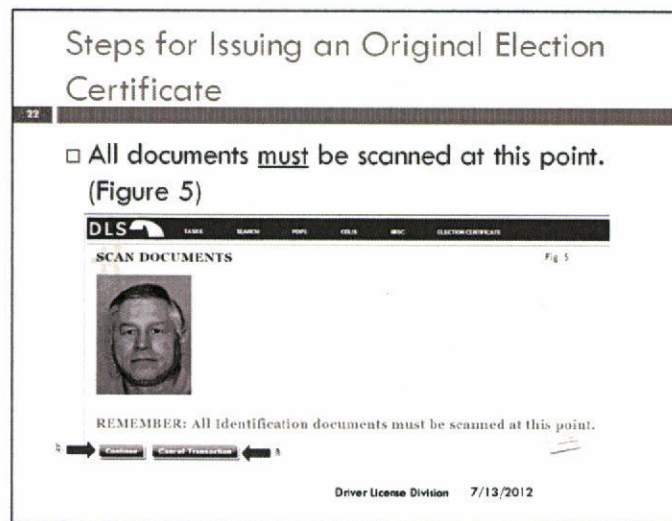
Fig. 4

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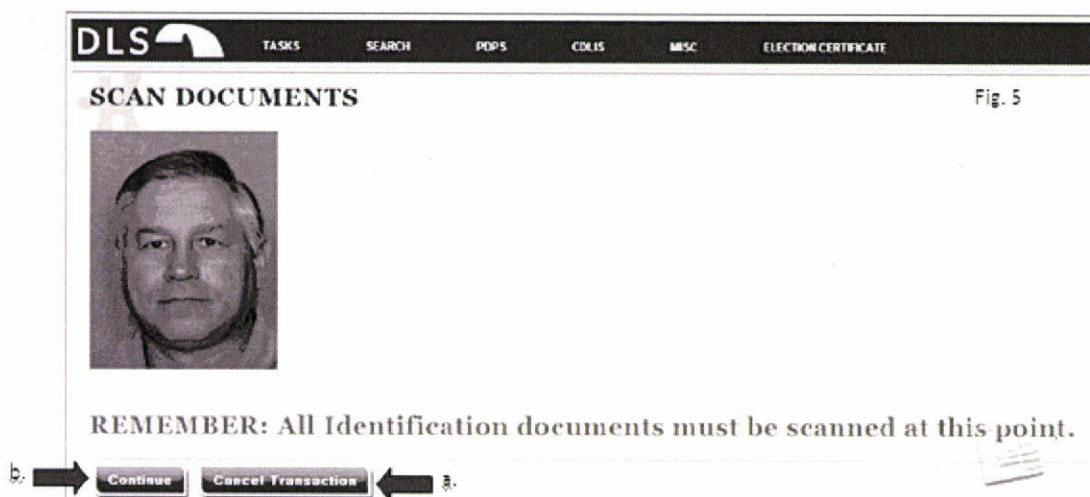
In the Digimarc program capture the applicant's signature, thumbprints and portrait. (Not shown) Complete the image capture and proceed to the next page; **Signature, Thumbprints, Photograph** refresh. Select the Refresh *button* to proceed to the **Scan Documents** screen. (Figure 4)

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The **Scan Documents** screen is the only location during the process where the documents presented, i.e. election certificate application, proof of identity and U.S. citizenship documents can be scanned into the system. However, all documents must be scanned at this point. (Figure 5)

- If the transaction needs to be cancelled, select the *Cancel Transaction* button (a).
- Select the *Continue* button (b) to proceed with the transaction.

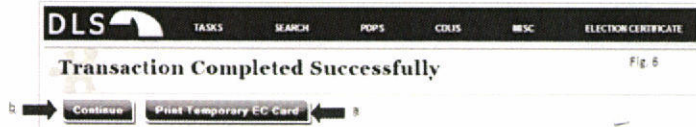


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### Steps for Issuing an Original Election Certificate

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- **Transaction Completed Successfully**
  - Print Temporary EC Card
  - Select Continue

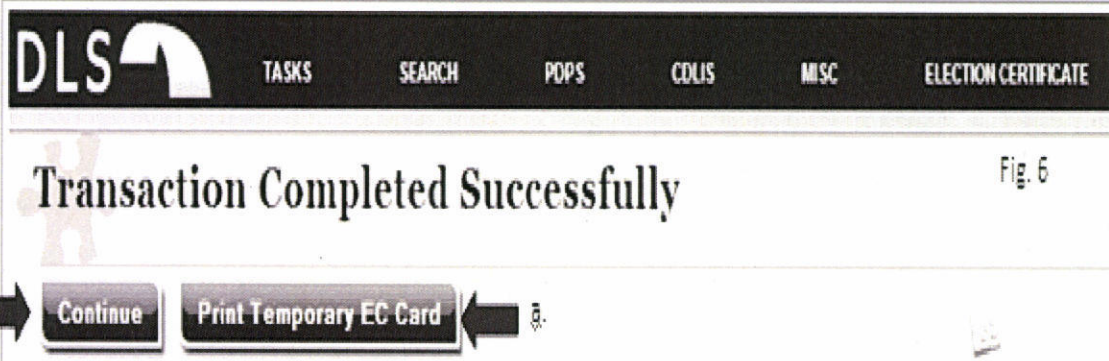


The screenshot shows a web application interface for the Driver License System (DLS). At the top is a navigation bar with the DLS logo and menu items: TASKS, SEARCH, POPS, CDLS, MISC, and ELECTION CERTIFICATE. Below the navigation bar, the main content area displays the message 'Transaction Completed Successfully' in a large font. To the right of this message is the label 'Fig. 6'. Below the message, there are two buttons: 'Continue' and 'Print Temporary EC Card'. An arrow labeled 'b.' points to the 'Continue' button, and another arrow labeled 'a.' points to the 'Print Temporary EC Card' button. At the bottom of the interface, it says 'Driver License Division 7/13/2012'.

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**On the Transaction Completed Successfully**

- Select the *Print Temporary EC Card* (a) to cue the printer to print a temporary election certificate card.
- Select the *Continue* button (a) after the temporary election certificate has been successfully printed.



This is a more detailed version of the screenshot shown in the previous block. It shows the same DLS navigation bar and the 'Transaction Completed Successfully' message. The 'Continue' and 'Print Temporary EC Card' buttons are clearly visible. An arrow labeled 'b.' points to the 'Continue' button, and an arrow labeled 'a.' points to the 'Print Temporary EC Card' button. The label 'Fig. 6' is also present in the top right corner of the main content area.

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## Steps for Issuing an Original Election Certificate

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### □ Temporary Election Certificate

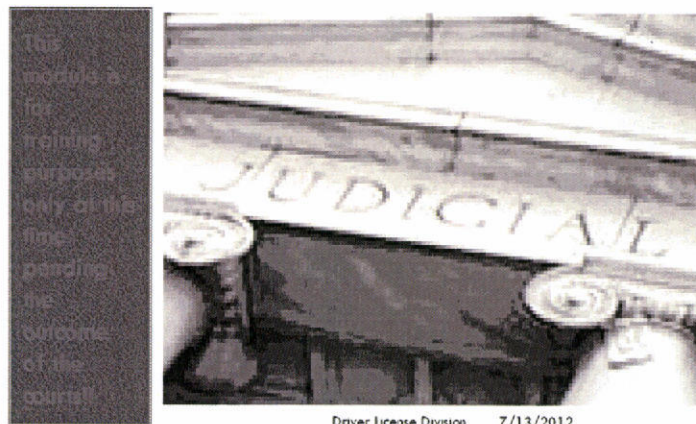
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Ask the applicant to review the information, i.e. name and mailing address and confirm the information is correct. Applicant and employee will sign the temporary election certificate. Inform the applicant the temporary election certificate can be used as photo identification for voting purposes until they receive the card in the mail.

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## \*\*\*PENDING LEGISLATION\*\*\*

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The Texas Voter ID law is currently under judicial review and we cannot issue Election Certificates until the court decision is rendered. No Election Certificates shall be issued until you receive official notification.

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## Resources

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- ☐ Texas Administrative Code, Title 37 Part 1
- ☐ Texas Transportation Code, Chapter 521A

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